

Checklist

A checklist can help your organisation to develop and maintain a Child-safe environment by:

- promoting discussion;
- identifying strengths and any remaining gaps that need action; and
- helping to set priorities.

The Checklist can be used whether you have already developed Child-safe policies or practices or are just starting out. The Checklist is not exhaustive: you will find that as you discuss it you may think of other areas for attention in your organisation.

Use this template to help develop a Child-safe environment in your organisation.

| Getting Started | Yes | In progress | No |
|---|-----|-------------|----|
| Do you have a documented risk management plan? | | | |
| Have you identified employee behaviours that are inappropriate with children <u>and</u> workplace factors that can affect the likelihood of such behaviour occurring? | | | |
| Do staff, volunteers and students have training on how to identify and respond to behaviour by staff that might be risky to children? | | | |
| Are staff, volunteers and students carefully selected and always screened? | | | |
| Do you know your obligations under the Working With Children Check? | | | |
| Are there opportunities for kids to contribute to your program development? | | | |
| Do staff, volunteers and students know how to run their activities in an inclusive way that will add to the self esteem of all participants? | | | |
| Have you identified barriers that prevent staff, volunteers and students on placement from raising concerns? | | | |
| If self employed, have you obtained a Certificate for Self Employed People? | | | |

Checklist

| Moving Forward | Yes | In progress | No |
|---|-----|-------------|----|
| Do you have a documented Child-safe policy? | | | |
| Do you have documented rules for staff, volunteers and students that make it clear what is appropriate and inappropriate behaviour with children? | | | |
| Do you have a documented Child-safe code of conduct? | | | |
| Do you have clear procedures for raising concerns & complaints? | | | |
| Have issues concerning confidentiality been clarified? | | | |
| In NSW, do you know when to report an incident to the Department of Family and Community Services? | | | |
| Do you have a staff, volunteers and students induction process in your Child-safe procedures? | | | |

| Keeping It Going | Yes | In progress | No |
|--|-----|-------------|----|
| Do all staff, volunteers and students understand the role they play in keeping children safe in your organisation? | | | |
| Do staff, volunteers and students know what to do if faced with an allegation or disclosure of child abuse? | | | |
| Do kids and/or parents involved in your program know how to report or raise a concern? | | | |
| Are kids able to provide feedback about their activities? | | | |
| Do you include a young person (of appropriate age) on interview panels? | | | |
| Does your organisation work to promote Child-safe policies and practices? | | | |
| Have you set a date for reviewing policy and procedures? | | | |
| Are stakeholders involved in developing and reviewing your risk management plan, policies and procedures? | | | |